



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **OFFICE TECHNICIAN (TYPING)**

**\$2,686 - \$3,362**

**FRAUD DIVISION**

**SOUTHERN LOS ANGELES COUNTY REGIONAL OFFICE**

**RESPONSIBILITIES:** Under the general direction of a Supervising Fraud Investigator I, the Office Technician performs a variety of complex support staff duties and is expected to exercise a high degree of initiative, self-reliance and responsibility in performing assigned tasks. The Office Technician will perform duties to include but not limited to: properly matching incoming mail to existing files; delivering and retrieving files to/from the staff members and properly re-filling cases in the file room; and fully prepare files to be shipped, stored or destroyed. The incumbent is required to work independently and must possess good computer skills and knowledge of a range of software applications including but not limited to Oracle and other databases (e.g. Microsoft Access, MS Excel). The incumbent must be able to use Microsoft Word with ability to produce accurate, timely reports. They are to employ good judgment to determine the method that works best to achieve the desired results. The Office Technician must demonstrate the ability to communicate effectively with staff and the public and work cooperatively with others.

***Background check and fingerprinting required. This position requires incumbent to type 40 words per minute. Please submit a copy of your typing certificate with State application.***

### **DESIRABLE QUALIFICATIONS:**

- Excellent public relations skills and communications skills;
- Demonstrated skill in various computer applications, including Microsoft Word, Excel, and Access;
- Ability to type 40+ words per minute;
- Ability to use sound judgment and willingness to exercise a high degree of initiative, independence, and originality in performing assigned tasks;
- Ability to maintain a courteous and professional demeanor and exercise tact, diplomacy and good judgment at all times.

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Office Technician (Typing) level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

5/1/14 EMC

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### **DO NOT SUBMIT APPLICATIONS TO CALHR**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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**APPLICATION PROCEDURE:** Please mail a completed standard [State Application STD 678](#) along with a copy of your typing certificate to Eva Crew, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "OFFICE TECHNICIAN (TYPING), PSN # 413-386-1139-004" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION. Emailed applications will not be considered.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3310 or email [eva.crew@insurance.ca.gov](mailto:eva.crew@insurance.ca.gov)

**FINAL FILING DATE:** May 15, 2014 by 5:00 p.m., Close of Business

**NOTE:** Interested individuals, including list eligible, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

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